

**TOWNSHIP OF LAKEWOOD
OCEAN COUNTY, NEW JERSEY**

**REQUEST FOR GBS QUALIFICATIONS FROM ENGINEERING/SURVEY FIRMS
WITH EXPERIENCE IN PREPARING NEW JERSEY STATE CERTIFIED TAX MAPS**

The firm should provide its specific qualifications, experience and currently available resources with respect to performing the above tasks, including, but not limited to, the requisite research and mapping of tax parcels including condominiums, railroad properties, exempted properties, State & County Right of Way and any ownership conflicts.

The firm should also provide a list of New Jersey tax mapping projects completed in the last 10 years, the municipality or entity for which it was done along with the name and contact information for a reference at said municipality or entity with knowledge of the mapping project.

GENERAL REQUIREMENTS:

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must be licensed and/or certified to provide engineering/surveying services in the State of New Jersey.
2. Must maintain a dedicated staff of New Jersey licensed and/or certified LS/GIS professionals sufficient to service the Township of Lakewood with a minimum of ten (10) years' experience in the research, creation, preparing and maintenance of computer aided design (digital) NJ State certified tax maps.
3. Must maintain a principal office location in the State of New Jersey.
4. Must have created and maintained tax mapping in the State of New Jersey.
5. Must list past and present municipalities served in preparation of certified municipal tax maps.
6. Must have good working relationship with the NJ State Division of taxation, with references.

1.0 Introduction

The existing tax map set for the Township of Lakewood consists of one (1) Index (Development Map), one (1) Key Map (Overall), six (6) Key Maps and approximately 220 individual detail plates, (32 of the 220 are CAD generated), 229 total tax maps. The maps were manually generated in 1939 and last approved the New Jersey Division of Taxation in 1995. As of March 23, 2016, Lakewood Township has records totaling approximately 26,209 of which 8,049 have a Condo Qualifier.

Lakewood Township is soliciting qualifications from experienced and qualified engineering/survey firms for the development and production of a new; New Jersey certified Tax Map, referenced to a current aerial base and linked to the Township's current digital MOD IV tax assessment database. The new Tax Map must be developed using a methodology based in geometric construction, close mathematically, conform to the referenced regulations, use the digital resources and templates available from the State, and be approved by New Jersey Treasury Department, Division of Taxation, Local Property Branch. The project deliverables will serve as the basis of the Lakewood Township enterprise GIS.

The Township is also interested in options for as-needed survey services to resolve problem areas on the new tax maps. The Township of Lakewood will have the additional option of maintaining the GIS parcel data layer in conjunction with the regular tax map maintenance process.

2.0 Project Reference

All tax mapping must conform to Tax Maps Regulations and Standards, latest edition, as published by the New Jersey Department of the Treasury, Division of Taxation. All future condominiums in the Township will need to be detailed on the maps as outlined in New Jersey Administrative Code 18:23A-1.28.

By State law, the Director of the Division of Taxation is given full control over the preparation, maintenance, and revision of all tax maps. In order to implement this power, the director has issued Tax Map Specifications. All new tax maps must conform to the most up to date specifications (as dictated by the Division and continually evolving) and must be submitted to the Local Property and Public Utility Branch for approval. Certification by the Branch merely indicates that the information shown on the map is presented in accordance with the evolving specifications. All new tax maps must be prepared under direct supervision of a licensed New Jersey land surveyor.

Esri software products shall be utilized for any GIS data development. All GIS data shall be created on the New Jersey State Plane Coordinate System and North American Datum of 1983 (NAD 83). Any pertinent GIS metadata must be included in compliance with current FGDC guidelines outlining the content standard for digital geospatial metadata.

3.0 Insurance and Indemnification:

The Contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

INSURANCE REQUIREMENTS:

Worker's Compensation Insurance

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6

General Liability Insurance

The contractor shall furnish evidence to the Township prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than \$5,000,000 per occurrence to be amended based upon the specific work and values involved.

Professional Liability Insurance

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

The preceding insurance requirements maybe amended before the issuance of the final contract at the sole and absolute discretion of the Township on a case-by-case basis.

CERTIFICATES OF THE REQUIRED INSURANCE

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the Township as an additional insured.

INDEMNIFICATION

The contractor shall indemnify, defend, and save harmless the Township, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

WORK PRODUCT/DELIVERABLES:

All documents and writings necessary to render advice to the Township and to represent the Township of Lakewood in connection with engineering/survey matters.

FEE SCHEDULE:

Provide a cost proposal consisting of information on your fee structure(s) based on the scope of services indicated herein, including anticipated reimbursable costs.

EVALUATION PROCESS:

An evaluation team will review all responses/qualifications. The team will determine if the responses/qualifications satisfy the Requirements, determine if a response/qualification should be rejected and then evaluate the responses/qualifications based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors. Listed below are the criteria that the Township of Lakewood will consider in the evaluation of each response/qualification. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

1. Requirements

Possess the general requirements stated herein.

2. Understanding of the Requested Work

The responses/proposals will be evaluated for general compliance with instructions and requests issued in the RFQ. Non-compliance with significant instructions shall be grounds for disqualification of responses/qualifications.

3. Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

4. Management, Experience and Personnel Qualifications

Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in this RFQ. In addition to relevant experience, respondents shall provide personnel qualifications in the Response/Qualification.

5. Ability to Complete the Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated. A time frame must be included.

6. Cost

Price shall be based on rates set forth in the RFQ or where a cost proposal is required (RFP), as submitted in the cost proposal. Prices are firm for twelve (12) months. Any services not included as part of any resulting contract scope of services or cost proposal must be approved and authorized by the Township of Lakewood before such work is initiated. The Township of Lakewood shall pay for such approved services, at the rate or cost agreed upon between the Township of Lakewood and contractor.

The cost proposal, if required, should be in a separate, sealed envelope rather than being part of the technical part of the technical qualification document.

7. Evaluation Criteria

All qualifications will be reviewed by the Township of Lakewood. During the evaluation, they will consider the Consultant's qualifications and experience, compliance with the requirements as outlined herein. Qualifications of subcontractors and subdivisions proposed for portions of the work will also be considered.

The Township is under no obligation to accept the lowest priced proposal, nor is it prevented from requesting additional information from the respondents in order to better evaluate proposals. The Township may form a short list of respondents and conduct interviews prior to awarding the contract.

At any point in the review and negotiation process, the Township of Lakewood may, at their discretion, terminate all offers.

BE ADVISED THAT absent an express written notice to the contrary in the detailed requirements, all responses:

1. Are to be submitted on "The Standardized Professional Service RFQ SUBMISSION FORMS" AND
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Professional Service Contracts".

The above mentioned standardized documents are available on the Township of Lakewood Website (<http://www.LakewoodNJ.gov>) under the heading "Forms" by clicking on the link "Professional Service Contract Qualifications Submission" under the Purchasing Bureau heading. Should you be unable to obtain these from the website, the RFQ package for this project may be obtained at the Lakewood Township Municipal Office, 231 Third Street, Lakewood, New Jersey 08701, during regular business hours, Monday – Friday (8:30 AM to 4:30 PM), excluding holidays. Interested parties may also request a package by calling Thomas Henshaw, Municipal Manager, at 732-364-2500, x 5200.

SEALED RESPONSES SHOULD INCLUDE:

1. The above noted Standardized Profession Service RFQ SUBMISSION FORMS which include:
 - a. The "Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
 - b. A signed and notarized "Non-Collusion Affidavit."
 - c. A signed Disclosure of Ownership form.
2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
3. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ.

SUBMISSION DEADLINE AND PUBLIC READING:

Sealed responses/qualification proposals must be received in the Township of Lakewood, 231 Third Street, Lakewood, New Jersey 08701 on or before the date and time ("due date" set forth in this notice (also referred to as the "submission deadline"). The Township's Municipal Manager and/or his designated representative will receive submissions up to the submission deadline.

The Township reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the Township.

NOTICE POSTED: May 12, 2017

DUE DATE: June 9, 2017 at 10:00 a.m. prevailing time

PUBLIC READING: All responses/proposals will be opened at the Township Municipal Manager's Office on June 9, 2017 at 10:00 a.m.

Address: Thomas Henshaw, Municipal Manager
Township of Lakewood
231 Third Street
Lakewood, New Jersey 08701